

Tennessee Housing Development Agency

Section 8 Contract Administration
404 James Robertson Parkway, Suite 1114
Nashville, TN 37243-0900

Special Claim Checklist for Unpaid Rent/Damages

THDA Use Only:

Property Name _____ Claim # _____
Contract Number _____ Unit Number _____
Property Contact _____ Property Fax _____

A. For all claim submissions:

1. ☐ Y ☐ N Completed **HUD-52670-A, Part 2.** 2. ☐ Y ☐ N Completed **HUD-52671-A.**

B. If claim is made at the same time for unpaid rent and other charges and tenant damages (for same unit/tenant) both must be calculated on the same form HUD-52671-A and filed as one claim.

C. Unpaid rent and other charges:

1. ☐ Y ☐ N Documentation, *such as a copy of the original lease or a copy of a security deposit receipt*, indicating the **amount of the security deposit collected** from the tenant. .
2. ☐ Y ☐ N A **copy of the signed form HUD-50059** completed at move-in
3. ☐ Y ☐ N A **certified letter sent to the tenant** detailing the unpaid rent and other charges, the disposition of the security deposit, demanding payment, and advising the tenant that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt.
4. ☐ Y ☐ N Documentation that the matter was turned over to a collection agency and that **collection agency attempted to collect the debt.**
5. ☐ Y ☐ N Documentation for **other charges that were due under the lease** that demonstrates the charges were approved by HUD.

D. Tenant damages (in addition to documentation for unpaid rent and other charges):

1. ☐ Y ☐ N Copies of the signed and dated **move-in and move-out inspection reports.**
2. ☐ Y ☐ N Itemized **list of damages.**
3. ☐ Y ☐ N **Breakdown of costs** to repair the damages, *which may include invoices, receipts, copies of work orders or maintenance records* supporting dates work was completed.
4. ☐ Y ☐ N A copy of the **security deposit disposition notice** provided to the tenant.
5. ☐ Y ☐ N The owner/agent must **certify the submitted claim is not the result of normal wear and tear** or routine maintenance.

INCOMPLETE SUBMISSIONS

HUD requires that the above items to be submitted with the claim. Any missing items will be marked "N" to indicate they were not received in the claim packet and this form will be returned to the property. *If all required items are not received by _____, THDA can deny the claim.*
(Date)

All submissions of missing items must be addressed to Attn: Ruby Baxter at the address listed above (or faxed to Ruby's attention at 615-741-4844).

NOTES _____